



**AJMER VIDYUT VITRAN NIGAM LIMITED**

Corporate Identification Number (CIN)-U40109RJ2000SGC016482  
Regd. Off. Vidyut Bhawan, Panchsheel Nagar, Makarwali Road, Ajmer-305004



No. AVVNL/CAO(ERB)/AAO(ECR)/F./OO/D. **3331** Dated **24.10.2019**

**Order**

The Co-ordination Committee of Rajasthan State Power Sector Companies in its 21<sup>st</sup> meeting held on 27.09.2019, accorded its approval to adopt memorandum no.F.1(2) FD/Rules/2006-I dated 08.08.2019 issued by the Finance Department, GoR regarding successful completion of period of probation by probationer-trainees, sanction of Extraordinary Leave and grant of pay in the pay scale/running pay band of the post.

Accordingly, existing entries appearing under clause (iii) of Regulation-50(1)(b) of AVVNL Employees Service Regulations, 1964 are hereby substituted by the following namely:-

“Extra Ordinary Leave to Probationer Trainees can be sanctioned as follows:-

S.No.	Period of Extraordinary Leave	Authority competent to grant EOL
1	Upto one month	Appointing Authority
2	Beyond one month in exceptional and unavoidable circumstances	Managing Director in consultation with Director (Finance)

The powers for grant of extraordinary leave to probationer trainee shall be subject to observation of following guidelines:-

1. Prior sanction of extraordinary leave shall be pre-requisite in all such cases.
2. Those who proceed on extraordinary leave without prior sanction shall be treated as cases of willful absence and liable to disciplinary action.
3. In case of extraordinary leave applied for critical illness of self, wife/ husband, mother, father and children, extraordinary leave can be sanctioned on the basis of certificate of authorised medical attendant.
4. Extraordinary leave shall be granted in exceptional and unavoidable circumstances, related to medical urgency.
5. No extraordinary leave be sanctioned for study purpose and for preparing competitive examination.
6. If anyone remains absent without getting prior sanction for extraordinary leave or in cases where absence is due to higher study/ preparing for competitive examination, the period of absence shall be treated as dies non and the same shall not be countable for any purpose.
7. In all cases where extraordinary leave period is exceeding one month, the probation period shall be extended for the entire period of extraordinary leave”

**This is subject to ratification by the Board of Directors of the Nigam.**

**By Order,**

**(M.K. Jain)**

**Chief Accounts Officer (ERB)  
AVVNL, Ajmer**